

Dear Applicant:

I am pleased to learn of your interest in Senator McConnell's internship program. Participation in the program is open to any college student who is a resident of Kentucky.

During the summer session, we plan to have paid interns in our Washington office. All DC interns will be hired for a period of approximately five weeks and will be paid approximately \$230 per week of service. However, housing is the responsibility of the intern. The application deadline is February 1 of each year.

Semester-long internships also are available year-round, with the spring session being from January through May (deadline of November 1) and the fall session from September until mid-December (deadline of July 1). The pay is the same, but these terms are better suited for earning college credit than the summer sessions.

Volunteer internships only are available in our Louisville, Lexington, London, Fort Wright, Bowling Green, and Paducah offices. We are especially interested in interns who can work for us part-time while receiving college credit. The application process for part-time interns is the same.

It is your responsibility to make sure your application file is completed by that date. Applicants who have not completed their file by the deadline will not be considered.

A complete file in Senator McConnell's office will contain:

1. COMPLETED APPLICATION FORM.
2. THREE, OR MORE, LETTERS OF RECOMMENDATION.
3. WRITING SAMPLE (preferably a short paper or article).

If you have any questions at all concerning Senator McConnell's internship program, please do not hesitate to call me at (202) 224-2541. I will look forward to hearing from you soon.

Sincerely,

LAURA HANEY  
DIRECTOR OF ADMINISTRATION